

Declassified and Approved For Release 2001/07/12 : CIA-RDP80-04718A001000060003-3

No Change in Class. ☐

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Class. Changed To: TS S C

Auth: HR 70-2

Date: NOV 22 1978 By: 013

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 Agreed m
 move to be made
 2 NOV 1974

4 October 1954

MEMORANDUM FOR: Colonel White

1. The quarters occupied by the "Study Group" have been vacated. They consist of one large room and one connecting smaller room capable of providing space for two secretaries. Also adjacent to, and connecting with, the smaller room is another small room capable of providing space for two people. This room is presently occupied by Gates Lloyd, Assistant Deputy Director (Administration).

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2. At present, [REDACTED] occupies one large office with two secretaries in the adjoining office. This office is also occupied by two secretaries to the Deputy Director (Administration). In addition, [REDACTED] has a room in South Building which is occupied by two assistants and one secretary. These two assistants work closely with [REDACTED], necessitating almost continuous movement between the South and Administration Buildings.

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3. It is suggested that if it can be arranged with Mr. Wisner, that [REDACTED] move into the space vacated by the Study Group, [REDACTED] to occupy the large room, and his two secretaries the smaller room. It is further suggested that the room now occupied by Mr. Lloyd be given to [REDACTED] to be used by his two assistants and that Mr. Lloyd and his secretary move into the space presently occupied by [REDACTED]. The secretary now in South Building raises a small problem. She could, however, occupy the space now used by Mr. Lloyd's secretary, which is located practically across the hall from the space vacated by the Study Group.

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4. This move would be advantageous to both [REDACTED] and the Deputy Director (Administration), as it would:

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a. Place [REDACTED] group together in an inter-connected, adjoining area,

b. Place the Assistant Deputy Director (Administration) close to, and adjacent to the Deputy Director (Administration),

c. Place Mr. Lloyd's secretary close to him, and

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d. Separate [REDACTED] operations and the Deputy Director (Administration)'s operations.

5. It is recommended that in the interest of the efficiency of operations of both your staff and [REDACTED] staff that you urge the adoption of this plan.

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